

Legislative & Regulatory Affairs Coordinator

This position is responsible for providing support to the Association's legislative and regulatory departments.

Responsibilities include, but are not limited to:

- Research issues, finalize internal and external meeting notes, and report on Congressional and regulatory hearings/proceedings
- Assist in preparing briefing materials and scheduling logistics for internal and external meetings, legislative fly-ins/fly-outs and other events
- Assist in responding to requests for information from IDFA membership and other industry partners
- Proofread and edit documents, draft correspondence, prepare PowerPoint presentations and other documents
- Maintain and coordinate calendars, meetings (Zoom, Teams, and in-person) contacts, expense reports and travel requirements for Senior Vice Presidents of Legislative Affairs and Regulatory Affairs
- Maintain committee databases, department files and assist with keeping website content updated
- Help track state legislation, upcoming political events and Congressional schedule
- Other duties as assigned

Requirements and Qualifications

- Bachelor's Degree and a minimum of 2-3 years' relevant experience
- Strong written and verbal communication skills
- Excellent knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Teams). Knowledge of Zoom webinar platform is desired.
- Interest in food policy
- Self-starter with a strong work ethic
- Ability to handle multiple projects and deadlines at once
- Excellent interpersonal skills
- Excellent customer service
- Detail-oriented with excellent organizational and time management skills a must
- Some travel may be required (approx. 5% or less)